



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 8204

POSITION TITLE: CHIEF CLERK III **JG: 28**

LOCATION: NIAGARA SUPREME & COUNTY COURT
3rd & Cedar Sts, Niagara Falls -and- Park & Hawley Sts., Lockport, NY

BASE SALARY: \$ 84,897

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Applicants must be currently employed by the NYS Unified Court System; **and** Bachelor's degree from an accredited college or university and four (4) years of work experience involving managerial responsibilities such as human resources administration, budget preparation, and review of documents for compliance with policies, rules, and procedures; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Chief Clerks are the highest ranking nonjudicial employees in Supreme and County, City, Family, and Surrogate's Courts. Chief Clerk III are responsible to Judge(s), regional court administrators, and the Office of Court Administration for managing all aspects of court operations and nonjudicial case processing activities. Chief Clerk III serve in a confidential capacity and supervise subordinate personnel, allocate court resources, prepare annual budget requests, make employee selection decisions, and are responsible for the receipt, accounting and disbursement of fines, bail fees, and other public or custodial funds. Chief Clerk III positions manage courts with new filings, averaged over three years, between 1.5% and 3% of the statewide total (exclusive of New York City) of Supreme and County Courts or between 2% and 4% of the statewide total (exclusive of New York City) in the City, Family, and Surrogate's Court. Chief Clerk III also perform other related duties.

ASSIGNMENT:

The appointee to this position will manage court operations for the Niagara Supreme & County Courts to include overseeing case processing, personnel and budget related duties. The appointee will be expected to travel routinely between Niagara Falls and Lockport.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

MARIE VILLARI - PRINCIPAL ADMINISTRATIVE ASSISTANT
8th JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
92 FRANKLIN STREET
BUFFALO, NY 14202
(716) 845-2505

POSTING DATE: June 13, 2012

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 5, 2012

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.
